

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

STATEWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 24-04 **POSITION TITLE:** Senior Instructor

GRADES: SFC/E-7 **DMOS:** 11C4H

FEMALE ASSIGNMENT ELIGIBILITY: No

UNIT: 1st BN, 183rd Regiment (RTI)

Location: Ft Pickett, Blackstone, Virginia

OPENING DATE: 18 February 2004

CLOSING DATE: 18 March 2004

POC FOR ADDITIONAL INFORMATION: CPT Deborah Hunt, (434) 298-6337, or DSN 438-6337 or e-mail to Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES: Responsible for preparing training schedules; forecasting ammunition, equipment, instructors and facilities necessary to support training; ensure instructors are prepared to conduct assigned training; preparing risk Management work sheets; ensure TASS Accreditation standards are followed at all times. Be experience in conducting Mortar Live Fire Ranges. Perform other duties as assigned.

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional enlisted, grades SFC/E-7, who are members of the Virginia Army National Guard.
Applicant must be E-7, and hold the 11C MOS. Needs to be a school trained 11C through ANCOC Phase II. Hold a "H" identifier or willing to go to school to obtain.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER, you may submit an letter of recommendation in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years)
5. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.
6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B**)
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number 24-04

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, and a wavier is not approved, the offer for the position may be revoked.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 18 March 2004. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer